

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE**

Robert Duncan Plaza Building
333 SW 1st Avenue
Portland, Oregon 97204



MOTOR VEHICLE OPERATOR POLICY

OR/WA Supplement to BLM Manual Handbook 1112-1
Safety and Health Management

**November 2003
Oregon State Office**

Attachment 1-1

Motor Vehicle Operator Policy (Passenger Vehicles)

14.1.1 Policy Statement

The Oregon/Washington Bureau of Land Management (BLM) is committed to providing a safe and healthful work environment for all employees. The agency has many safe work procedures (administrative and engineering controls) in place which reduce employee exposure to various hazards on the job. This policy establishes minimum requirements and provides guidance to ensure that employees safely operate all BLM motor vehicles (owned, rented or leased) in accordance with Department Manual (DM) Part 485 Safety and Occupational Health Program, Chapter 16: Motor Vehicle Safety; and, the BLM Manual Handbook 1112-1 Safety and Health Management (inclusive of incorporated references).

14.2.2 Purpose and General Information

More cars and trucks are on the roads than ever before. This fact alone creates additional hazards and higher motor vehicle injury and death rates. According to the National Safety Council, in 2002, 44,000 people died in motor vehicle accidents – an average of 121 per day, or one every 12 minutes. Another 2.3 million people were injured in motor vehicle accidents – an average of 6,300 per day, or one every 14 seconds.

BLM employees log thousands of driving miles each year while performing work assignments. These miles are driven on all types of roads and during a variety of weather extremes. The risks drivers face are significant. In fact, driving is one of the most hazardous things we do. Therefore, it is extremely important that BLM motor vehicle operations consistently receive careful supervision to reduce personal injuries and keep property damage to a minimum. An important element in safe vehicle operation is to ensure that vehicles are driven only by qualified and authorized employees.

14.3.3 Scope

This **Motor Vehicle Operator Policy** applies to all BLM employees, contractors and volunteers who regularly operate Government-owned or leased motor vehicles; or, privately-owned motor vehicles for the BLM. ***This policy addresses only the procedures for authorizing the operation of Government passenger vehicles by BLM employees in the performance of assigned duties.*** Refer to the following handbooks and manuals for additional policy and guidance for other types of Government owned or leased vehicles.

- BLM Manual Handbook Chapter 14 - Motor Vehicle and Equipment Safety Procedures
- OR/WA Off-Highway Vehicles Policy - Operation and Maintenance of ATVs and Motorcycles
- Standards for Fire and Aviation Operations 2003 (BLM Handbook 9213-1) – Fire Emergency Driving
- BLM Manual Handbook Chapter 8 – Accident Reporting and Investigation
- BLM Guidebook G-1520-3 – Fleet Management
- OR/WA Informational Memorandum No OR-2001-048 Heavy Equipment Qualification and Training Policy and Procedures



OR/WA districts may use this policy as a template to create a Motor Vehicle Operator Policy specific to needs. District policies must meet the minimum requirements of this policy.

14.3.4 Responsibilities

Management is responsible to establish minimum requirements and provide guidance to ensure that employees safely operate all BLM motor vehicles. Specifically, management will establish a point of contact to ensure that each employee assigned to operate a Government vehicle possesses a valid driver license with the state of residence. Managers must emphasize to employees the importance of wearing seatbelts, not exceeding posted speed limits, and the increasing need of understanding the operational environment while driving. Managers will further ensure that all fleet vehicles are inspected and maintained in a safe, operable condition and provide for thorough investigation of all motor vehicle accidents should they occur.

First-line **supervisors** must ensure that an employee has the ability to operate the assigned vehicle safely and that all established safe driving practices are followed. Supervisors should observe drivers for vision, hearing, dexterity, or any other physical limitations that might impair their ability to drive safely. The authorization process for an employee to drive on official business must be initiated, reviewed and documented by the supervisor when the employee starts work and each three years thereafter. (*Refer to 14.3.5 – Procedures, and 14.3.5 - Training Requirements*) Supervisors are responsible to keep the original Authorization to Drive (Form OR-1520-5) in their employee records. Due to the confidential nature of the information on the form, these records must be secured at all times.

Supervisors at all levels are responsible to continuously evaluate the performance of employees in the operation of motor vehicles. They must set expectations for safe driving behavior and ensure that it occurs. Supervisors are required to initiate action to revoke or suspend the Government driving authorization of any employee who fails to meet acceptable standards of safe driving conduct. The servicing Personnel Office is available to assist supervisors should an employee become unable to successfully perform critical duties due to a loss of a valid state driver license.

Employees¹ (drivers/operators) have the responsibility to possess a valid state license for the class of vehicle being operated. It is incumbent upon the employee to immediately notify the supervisor if their license is suspended, revoked, or not renewed. Employees must also:

- Know and observe all State and local traffic regulations and licensing requirements
- Notify the supervisor of any physical, mental, or emotional condition that might impair their ability to safely drive a motorized vehicle (on a permanent or interim basis)
- Possess a safe driving record

An employee may not operate a government vehicle if that individual has been convicted of operating under the influence of alcohol, narcotics, or pathogenic drugs; or, convicted of leaving the scene of an accident without fulfilling the responsibilities of a driver. [Specific Reference: BLM Manual Handbook 1112-1, Chapter 14]
- Drive safely, operate the vehicle within mechanical limits and ensure that all passengers, including themselves, consistently use seat belts while the vehicle is in motion.
- Possess and carry a valid BLM identification card while driving a government-owned or leased vehicle.
- Complete defensive driving and 4X4 driver training requirements (Ref: 14.3.5 –Training)

¹ Employees include permanent full-time, part-time, seasonal, volunteers, or contract employees of the agency.



The local **Safety Manager** serves as the point of contact with the State Department of Motor Vehicles to ensure that each employee (driver/vehicle operator) possesses a valid State driver license. The Safety Manager may be contacted to provide defensive driving and 4X4 safe driving training materials and/or to schedule facilitated sessions as needed. A variety of training materials may be used.

14.3.5 Procedures

Title 40 US Code, Section 491 (j) and the Department Manual 485 – Safety and Occupational Health Program (Chapter 16) requires each BLM office to validate that any employee assigned driving responsibilities possess a valid State driver license. The Safety Manager generally serves as the point of contact to provide initial employee information to, and receive information from, the State Department of Motor Vehicles (DMV). The State provides significant record entry information which may disqualify an employee from driving a government vehicle (e.g., information that may result in suspension or revocation of the State license).² This information is referred to as an Employment (3-year) Driving Record, or, the Abstract of Driving Record [ADR]. All states have record privacy laws which protect the personal information contained in motor vehicle records.³ Additionally, each state also has strict requirements for an employing agency to qualify to receive such records. The BLM protects the confidentiality of the driving record at all times in accordance with the Privacy Act of 1974 (5 USC 552a). Section 6311 of Title 5 to the US Code authorizes collection of this information. Executive Order 9397 also authorizes collection of the employee driving record information for purposes of verification.⁴ Any report from the State of license that reflects recurring traffic or safety violations is subject to review by the direct supervisor of the employee.

Upon initial hire or transfer, the designated point of contact in each BLM office contacts the State DMV to request a copy of the employee's state driving record.⁵ The information provided to the State is obtained from the Authorization to Drive, Form OR-1520-5. (Reference Illustration 14.4 - I) This form is completed by the employee following Defensive Driver Training.

14.3.6 Training Requirements

Each employee is required to complete a Defensive Driving Course (DDC) prior to being authorized to drive a vehicle while in the performance of assigned duties. Training is required upon initial hire.⁶ Eligibility to drive is maintained by completing a DDC refresher course each three years. An Authorization to Drive⁷ (ATD) form is completed and signed by the employee and approved by the supervisor following initial and refresher training. The supervisor is to keep the

² Generally this information consists of a conviction, an accident [collision], or a suspension of driving privileges.

³ State Laws: Oregon: ORS 802.175 through ORS 802.191; Washington RCW 46.52.130 and WAC 308-10-045.

⁴ Refer to the **Privacy Act Statement** on Form OR-1520-5, **Authorization to Drive**.

⁵ The driving record is requested only for those employees who intend to drive BLM vehicles.

⁶ Initial driver training must be completed within 90 days of authority to operate vehicles on official business. (Reference BLM Manual Handbook 1112-1)

⁷ By signing the ATD, the employee authorizes the BLM to obtain information regarding their driving record from the state of license. The employee certifies that there are no traffic citations on the driving record that would preclude them from being able to drive while performing government business. The employee further certifies that they understand the regulations pertaining to unofficial use of Government-owned or leased vehicles as described in **31 USC 638 a(c)(2)**.



original document and the employee should also retain a copy. A copy is also provided to the Safety Manager (DMV point of contact). The Safety Manager shreds this copy following entry of information on the defensive driver training database.

Employees who intend to drive any 4-wheel drive vehicle must also complete the BLM 4X4 Safe Driving Course. Refresher training is required each three years.

The Safety Office provides annual defensive driver training opportunities for employees. The Safety Manager may be contacted to provide either defensive driving and/or 4X4 safe driving training self-study materials as needed.

Supervisors, in cooperation with employees, maintain the primary safety training records within the branch. Prior to expiration of training certification, employees may contact the Safety Manager to schedule training or to request self-study materials for defensive driving or 4X4 driver training. The Safety Manager also maintains a database for sponsored safety training sessions. This database serves as a secondary record system for training documentation.



APPENDIX A - State Verification Procedures

The **State of Oregon** maintains an automated reporting system which provides an ADR when a conviction, an accident or a suspension is posted to a given record. BLM offices in Oregon may create a billing account with the state by contacting the DMV Revenue Accounting office at 503.986.3960 for instructions. A small fee is charged for each ADR. Each office is responsible to update the information provided to the Oregon DMV as necessary, but no less often than bi-annually. BLM offices may also request a three-year employment driving record through the DMV Voice Response System. An account number and password must be established. A current employee list can be requested from the State. Contact the DMV Records Service Unit at 503.945.5427. The website for the Oregon DMV is www.OregonDMV.com.

The **State of Washington** does not currently maintain an automated reporting system. BLM employees residing in this state must authorize the release of their driving record by completing a State of Washington *Employer Request for Abstract of Driving Record, (Form TR-511-010)*. The state charges a small fee for each request and payment must accompany the request. (The address to send the completed request is on the form.) The Washington DMV customer service department may be contacted at 360.902.3900. The website for the Washington DMV is www.dol.wa.gov.

The **State of Idaho** maintains an online service (*Access Idaho*) that requires an annual registration fee of \$75.00. An application is completed to initiate this service. This application allows businesses, individuals and government agencies who meet the eligibility criteria set forth under Idaho law to perform real-time searches of the Idaho Transportation Department's driver license database.⁸ The contact number for *Access Idaho* is 208.332.0192. The website is www.accessidaho.org.

The **State of Alaska** does not currently maintain an automated reporting system. Prior to obtaining a local state driver license, BLM employees transferring from Alaska must authorize the release of their driving record by completing a *State of Alaska Driving Record Release* (Form #419). The State charges a small fee for each request and payment must accompany the request. (The address to send the completed request is on the form.) The Alaska DMV customer service department may be contacted at 907.269.5551. The website is www.state.ak.us/local/akpage/admin/dmv.

Several private contractors also provide driver license searches for qualified employers. Generally, these contract agencies charge higher fees for each search. Two current websites are listed below:

STAFTRACK	http://www.stafrack.com
INFORMUS	http://www.informus.com

A third website – www.onlinedmv.com - provides links to DMV agencies in all states as well as links to similar offices in Canada, Australia, the United Kingdom and all US Territories.

⁸ Idaho State Laws: I.C. §49-202 and 49-203; Administrative Rule No. 39.02.41.



REFERENCES

Regulations, Manuals and Handbooks

- *Federal Personnel Manual (FPM) Chapter 930, Subpart 1 - Motor Vehicle Operations*
Chapter A – Physical Standards for Motor Vehicle Operators and Incidental Operators
- *49 CFR Part 383 – Commercial Driver’s License Standards, Requirements and Penalties*
- *40 U.S. Code Section 491 (j)*
- *BLM Manual Handbook, Chapter 14 – Motor Vehicle and Equipment Safety Procedures*
- *OR/WA Off-Highway Vehicle Policy – Operation and Maintenance of ATVs and Motorcycles*
- *Standards for Fire and Aviation Operations 2003 (BLM Handbook 9213-1) Fire Emergency Driving*
- *BLM Manual Handbook, Chapter 8 – Accident Reporting and Investigation*
- *BLM Guidebook G-1520-3 – Fleet Management*

On-Line Fleet Reservation System

<http://web.or.blm.gov/OR959/vehicles/fleet.htm>

IM and IB References

Instruction Memorandum No OR-2000-012 – Authority to Operate Government Motor Vehicles

<http://web.or.blm.gov/records/im/2000/m2000-012.htm>

Instruction Memorandum No OR-98-067 – Responsibilities in Establishing A Safe Driving Policy

<http://web.or.blm.gov/records/im/98/m98067.htm>

Information Bulletin No OR-98-162 – Procedures for Authorizing Operation of Vehicles in the Performance of Assigned Duties <http://web.or.blm.gov/records/ib/98/b98162.htm>

Information Memorandum No OR-2004-020 – Driving and Work Hours Policy

<http://web.or.blm.gov/records/im/2004/im-or-2004-020.htm>

Forms

Authorization to Drive (ATD) OR-1520-5

<http://web.or.blm.gov/records/forms/OR-1520-5-Authorization%20to%20Drive09-23-02.doc>

Interagency Documents

Safety Awareness – October 22 2003

(BLM Information Bulletin No OR-2004-016, and, FS Memorandum

<http://web.or.blm.gov/records/ib/2004/ib-or-2004-016.htm>

Wildland Fire Lessons Learned Center – **Special Issue 6** (Summer 2003)

Our Driving Responsibility <http://www.wildfirelessons.net>



ILLUSTRATION 14.4 - 1

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE

AUTHORIZATION TO DRIVE

This form must be completed by all employees (regular, contracted or volunteer) prior to that employee being authorized to drive any government-owned vehicle, government-leased vehicle, or privately-owned vehicle to be used in the performance of official government business. The form shall be submitted to the employee's supervisor for review and approval. Form is to be retained in Branch. Send copy only to Safety Office (OR950).

TO BE COMPLETED BY EMPLOYEE			
EMPLOYEE NAME		EMPLOYEE MAILING ADDRESS (as on license)	
BRANCH		EMPLOYEE DATE OF BIRTH	
CURRENT DRIVER'S LICENSE INFORMATION			
STATE OF ISSUE	LICENSE NUMBER	DATE ISSUED	DATE EXPIRES
DEFENSIVE DRIVING/4x4 DRIVING PROGRAM TRAINING COURSE INFORMATION			
DD Course: Initial _____ Refresher _____ (check one) Date of Course Completion: _____		4x4 Safe Driving Program: Initial _____ Refresher _____ (check one) Date of Course Completion: _____	
I hereby authorize the Bureau of Land Management to obtain information regarding my driver's record from the states listed above. As far as I am aware, there are no traffic citations on the driver's record that would preclude my being able to drive while performing government business.			
I am aware of the penalties for unofficial use of Government-owned or leased vehicles as described in the 31 U.S.C. 638 a(c)(2) as follows: "...Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned motor vehicle or aircraft, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period, or summarily removed from office if circumstances warrant."			
EMPLOYEE SIGNATURE _____			DATE _____

TO BE COMPLETED BY SUPERVISOR		
The employee is authorized to operate the following types of vehicles while in the performance of his/her official duties:		
_____ SEDANS OR LIGHT TRUCKS	_____ 4X4 SEDANS OR LIGHT TRUCKS*	_____ OTHER (please describe)
I am not aware of any physical condition why this employee cannot operate a vehicle while performing official government business. I have no reason to believe that the driver's license information will contain any information, which would indicate to me that this applicant is not capable of operating a vehicle. <i>(*The 4X4 Safe Driving Course must also be completed prior to authorization to drive this type of vehicle.)</i>		
SUPERVISOR'S SIGNATURE _____		DATE _____

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The sole use of this information is by your employing office for the purpose of verifying that you possess a valid state driver's license.

Executive Order 9397 authorizes collection of this information. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in your not being authorized to operate a vehicle in the performance of your job. If your agency uses the information furnished on this form for purpose other than these indicated above, it may provide you with an additional statement reflecting those purposes.

OR-1520-5
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